

PROCEDURE:

Chatham Area Transit will follow the requirements of the **Families First Coronavirus Response Act (FFCRA)**. The FFCRA creates two new emergency paid leave requirements in response to the COVID-19 global pandemic that will remain in effect from April 1, 2020 through December 31, 2020. “The Emergency Paid Sick Leave Act” (EPSLA) entitles certain employees to take up to two weeks of paid sick leave. “The Emergency Family and Medical Leave Expansion Act” (EFMLEA) amends Title I of the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA) and permits certain employees to take up to twelve weeks of expanded family and medical leave, ten of which are paid, for specified reasons related to COVID-19.

FFCRA covers all full-time and part-time employees of CAT.

PROCEDURE SPECIFICS:

The Emergency Paid Sick Leave Act (EPSLA)

Full time employees are eligible for 80 hours of paid sick pay and part-time employees are eligible for a pro-rated portion of hours based on the average number of hours they work over a typical two-week period.

Eligible reasons for receiving EPSLA Pay include the following:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Employees will be paid their regular rate of pay up to a daily cap of \$511 and \$5,110 in the aggregate for ESPL reasons No. 1, 2, or 3 above. Employees will be paid 2/3 of their regular rate of pay up to a daily cap of \$200 and \$2000 in the aggregate for EPSL reasons No. 4, 5, or 6 above.

EXTENDED FAMILY & MEDICAL LEAVE ACT (EFMLEA)

Employees are eligible for EFMLEA leave if they have been employed by CAT for at least 30 days and have not already exhausted their 12-week FMLA entitlement. EFMLEA benefits are available to eligible employees that are unable to work or telework due to caring for a child under 18 years of age because his/her school or place of care has been closed, or his/her childcare provider is unavailable due to reasons related to COVID-19.

The first 2 weeks of EFMLEA leave is unpaid, however, employees may elect to use available EPSLA leave or other sources of accrued leave during this two-week period. Thereafter, employees can take up to 10 weeks of leave (depending upon how much FMLA leave they have previously taken for other reasons) at 2/3 their regular rate of pay up to a daily cap of \$200 and \$10,000 in the aggregate.

DOCUMENTATION OF ELIGIBILITY


The Company recognizes that in some instances, it may be difficult to obtain the usual medical certification or documentation of illness, or of school or daycare closures, during the COVID-19 pandemic. The Company reserves the right to require such documentation to be provided later on. Employees found to have abused these new Emergency Sick Pay or Family Leave Procedures may be subject to disciplinary action, up to and including termination of employment.

APPLYING FOR FFCRA BENEFITS

Employees who feel they meet the requirements to qualify for either or both of these benefits under the FFCRA must complete the CAT FFCRA Leave Request Form, which can be obtain from Human Resources by calling 912-629-3906 or emailing hr@catchacat.org.

APPLIES TO:

All employees of Chatham Area Transit Authority



Bacarra S. Mauldin, CEO

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